



**Washington State
Department of Transportation**



WASHINGTON STATE LONG-TERM AIR TRANSPORTATION STUDY (LATS)

AVIATION PLANNING COUNCIL RECRUITMENT PACKET

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PHASE III BACKGROUND

Engrossed Substitute Senate Bill (ESSB) 5121 requires the Governor to appoint an Aviation Planning Council charged to integrate the data and findings of the Washington State Long-Term Air Transportation Study (LATS), into a final set of aviation system plan recommendations.

LATS will identify how the system meets current air transportation demand and what will be needed to meet future statewide and regional demand. Study recommendations and findings will be integrated into the Washington Transportation Plan (WTP), the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems (NPIAS), and regional and local transportation plans. The study will also assist in aligning federal, state, and regional objectives and priorities and help clarify airport sponsor objectives.

The Project's goals are to

- Define overall aviation system plan policies and strategies to implement proposed actions needed to meet Washington's long-term air transportation needs.
- Identify and develop general capital cost estimates for statewide and regional air transportation capacity and facility needs to 2030.
- Involve stakeholders in a strong outreach and communications process to inform the public and receive feedback.

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AVIATION PLANNING COUNCIL FORMATION

2.1 OVERVIEW

As authorized by legislation (ESSB 5121) the governor will appoint a ten-member aviation planning council to provide recommendations on how best to meet the statewide commercial and general aviation capacity needs to meet future demand until 2030. The recommendations will be based on the findings of Phases I and II of the study. In accordance with the legislation members of council are to consist of the following constituency or their designee:

- Member of Transportation Commission (chair)
- WSDOT Aviation Director
- Director of Community, Trade and Economic Development (CTED)
- Two members of general public
- Federal Aviation Administration (FAA) technical expert
- Commercial airport operator
- Member of Growth Management Act (GMA) hearings board
- Washington Airport Management Association (WAMA) representative
- Airline representative

The Aviation Planning Council, using public input, shall determine the final recommended actions and submit its recommendations to the legislature, governor, Transportation Commission and regional transportation planning organizations by July 1, 2009. The final proposal would include recommendations as outlined in legislation, which are summarized as follows:

- How best to meet the long-term, statewide commercial and general aviation capacity and facility needs.
- A determination of which regions of the state are in need of improvements regarding the matching of existing, or projected airport facilities and the long-term capacity needs at airports within the region expected to reach capacity before the year 2030.

- Identification of potential future commercial and general aviation airport facilities designed to meet the need for improved aviation planning in the region.

The Washington State Long-Term Air Transportation Plan will be revised based on final action by the governor and legislature. The comments and responses from stakeholders, the public, key constituents and regional transportation planning organizations will be noted throughout LATs and summarized in the Appendix of the plan.

2.2 RECRUITMENT

The following factors should be considered in this selection:

- The committee should represent a broad geographical distribution of the state.
- The committee should reflect the broad range of interests in the community, and represent a strong mix of skill sets to adequately evaluate study recommendations from a variety of perspectives.
- The committee should consist of committed individuals willing to actively participate throughout the 24 month timeframe.
- The committee members should be able to credibly represent their particular interest group, but also be able to take a “system” perspective of needs throughout the state aviation system.
- The committee members should be willing to help “get the word out” to their constituency groups and throughout the community.

A criteria checklist, such as the example attached, would be used to help balance the committee. The criteria and subsequent list of nominees would be reviewed by WSDOT Aviation.

Potential candidates will be required to submit an application to the Washington State Department of Transportation (WSDOT) Aviation for consideration on the airport planning council. WSDOT will submit this recruitment packet to the various constituencies identified in the ESSB 5121 legislation and propose recommendations to the Governor for final consideration. The packets summarize and identify the qualities, skills, experience and expertise being recruited to fill the open aviation

council member positions. Final member appointments for the council will be made by the Governor's office.

The candidate application, evaluation and selection process is scheduled to begin in May and end by July 1. In mid-April, WSDOT will submit all materials (applications, recruitment packets, etc.) that will aid the aviation council recruitment process to the Governor for approval. In May, WSDOT will recruit and evaluate applications for potential aviation council members. WSDOT will submit final aviation council recommendations for the Governor's consideration by the end of June and these must include two to four potential candidates from each constituency. By July 1, final reports and recommendations are due to the legislature, Governor, Transportation Commission and regional transportation planning organizations.

During the evaluation process news releases and/or advertisements would be issued to solicit applications from the general public. Applicants from the public would be reviewed along with candidates identified by WSDOT Aviation to develop the final list of appointees. Interviews may be conducted of potential appointees.

A key factor for strong consideration of a candidate includes a two year commitment to attending proposed meetings, as well as two introductory training workshops. The workshops will kickoff the council process and include review of the overall charter mission, decision making process, and work objectives as well as prepare the council for their important role in its overall policy influencing process.

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RECRUITMENT PROCESS

Airline, airport and general public positions should be advertised on various recruiting websites sponsored by Washington State and on the LATS website. WSDOT should target the WAMA, WTC, and Growth Management positions directly within these organizations. The recruiting process should be efficient because of its compressed timetable so that by July 1, the Governor has strong applicants for each member position. The process should involve selecting a short list of two or four individuals so as to ensure a panel is chosen quickly. Among the highest priority for each position should be their overall experience and commitment to the aviation council over the next two years.

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AVIATION COUNCIL'S PURPOSE AS DEFINED BY ESSB 5121

4.1 KEY ROLE OF THE COUNCIL

- To make recommendations, based on the findings of the technical assessment and analysis completed under ESSB 5121, regarding how best to meet the statewide commercial and general aviation capacity needs, as determined by the council.
- To determine which regions of the state are in need of improvement regarding the matching of existing, or projected airport facilities, and the long-range capacity needs at airports within the region expected to reach capacity before the year 2030.
- To make recommendations regarding the placement of future commercial and general aviation airport facilities designed to meet the need for improved aviation planning in the region.
- To incorporate public input over a 36 month LATS process into final recommendations.
- To submit recommendations to appropriate legislative standing committees, the Governor, the Transportation Commission, and applicable regional transportation planning organizations.

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AVIATION COUNCIL: SPECIFIC RECRUITMENT CRITERIA RECOMMENDED

5.1 TRANSPORTATION COMMISSION – *TO CHAIR THE COUNCIL*

This is a key role on the council and requires a responsible individual that can commit to a lead position for up to two years and has demonstrated leadership qualities that include:

- Individual should possess a minimum of five years on the Transportation Commission helping to shape and influence transportation policy for Washington State.
- Individual should show they work well in a team and can effectively meet deadlines, help set direction and keep the important efforts of the council moving towards its ultimate goals and objectives.
- Individual should demonstrate ability to lead a group of experts towards consensus on decision making that will influence or impact statewide policy.
- Individual should be able to commit considerable time, up to 24 months, to chairing the aviation council, and make persuasive and credible presentations to the Governor.
- Show interest in statewide aviation issues and future airport policy development efforts and demonstrate comfort and experience working in the public process.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations and decisions.
- Possess strong, effective written and verbal communication skills.
- Show in-depth experience working/interfacing with State government officials and the Governor's office

5.2 TWO MEMBERS OF THE GENERAL PUBLIC

These representatives need to possess a high level of responsibility to the public process of the Governor's Council and be able to make a two year commitment to the

effort. They must demonstrate an ability to present the general public view with positive, yet objective attitudes towards airport policy issues and development for Washington. They should possess active experience in aviation within Washington including, but not limited to, an aviation user (GA aircraft owner or flyer, career in airport, airline or aviation-related (defense, manufacturing, etc.) business, or show experience volunteering on an airport board, planning council working directly with aviation/airport issues, etc. Specific qualities the aviation council is looking for include:

- Demonstrated leadership abilities within local community and throughout career/chosen profession.
- Show they have an in-depth interest in aviation and aviation issues/policy that will shape the future of Washington.
- Experience should reflect they are an effective contributor to an overall decision making group process and can work well in a team.
- Representative of their geographic region, show they can speak for a broad area with respect to the positions and overall opinions of their community.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations and decisions.

5.3 TECHNICAL EXPERT FAMILIAR WITH FAA AIRSPACE AND CONTROL ISSUES

This individual should have a minimum of five years experience and knowledge of FAA regulations, policy and procedures in airport system planning, air space or master planning work. This person will not represent the FAA however can be retired from service with the FAA. Other key skills should include:

- Demonstrated ability to work responsibly and effectively within a team to contribute to an overall decision making process and help shape or influence aviation policy for future airport development.
- Ability to commit up to two years of time to the aviation council effort.
- Show a comfort level for presenting expert knowledge to a more non-technical group and possess strong, effective communication skills.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations and decisions.

5.4 COMMERCIAL AIRPORT OPERATOR

This individual should have experience in a leadership or senior level manager position at a commercial service airport in Washington State. While LATS is a system study effort, the emphasis is on commercial airport development and the ability to accommodate future demand in Washington. Therefore, the preference is to have an individual with strong commercial airport experience. This individual will have the important role of acting as the voice of airports for the state throughout the policy development process. Other skills and qualities required for the position include:

- Strong knowledge of airport regulations including state policies that impact airports.
- Demonstrated ability to work responsibly and effectively in a team and contribute considerably to the council's understanding of technical aspects of the overall decision making process.
- Ability to communicate effectively, with strong verbal and written skills, technical information to a mostly non-technical team.
- Leadership abilities developed throughout career or in community work.
- Airport education/certification awards will elevate a potential candidate for consideration.
- Commit up to two years for aviation council membership.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations decisions.

5.5 MEMBER OF A GROWTH MANAGEMENT HEARINGS BOARD

The aviation council requires an individual who has worked for one of the three independent boards including Central Puget Sound, Eastern Washington or Western Washington and has experience with aviation issues, policy development or public process as it relates to land use. Other required skills include:

- Ability to commit up to two years for participation on the aviation council.
- Experience helping develop or influence policy (whether regional or statewide) and working within a team/group to develop consensus.
- Leadership abilities developed throughout career or in community work.

- Interest in helping to shape or influence future aviation policy for Washington State.
- Ability to strongly communicate (written and verbal) relevant land use issues that may relate to the council's goals and to a mostly non-technical team.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations and decisions.

5.6 WASHINGTON AIRPORT MANAGEMENT ASSOCIATION MEMBER

This member will help support the airport community representation and should possess strong airport industry knowledge with a minimum of five years working at an airport (either commercial or general aviation). This member will serve as a key liaison between the aviation council and the most influential airport constituency in Washington; therefore, they must possess strong verbal and written communication skills and show leadership qualities. Other demonstrated skills should include:

- Ability to work on a team and contribute to the process of achieving the council's goals and objectives.
- Effective ability to help the council understand any technical airport issues, meet deadlines and commit up to two years for work on the aviation council.
- Demonstrate an interest in contributing towards shaping or influencing future aviation policy – showing active involvement over the last several years in aviation activities in Washington.
- Airport education/certification awards will elevate a potential candidate for consideration.
- Show leadership abilities from experience in career or community and experience working with State government officials/constituents.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations decisions.

5.7 AIRLINE REPRESENTATIVE

This is a key position on the council as airline activity is a driver in airport development. The individual needs to have a high degree of experience in both the

airline business in Washington and act as a representative for the overall airline perspective. Preference will be made for an individual at a planning or management level with considerable responsibility versus an operational or functional level. This individual must be able to work well in a group or team, demonstrate objective decision making ability and commit up to two years to the aviation council. Other important attributes required include:

- Five to 10 years experience with a Major US airline (DOT definition of \$1 Billion in annual revenue) or its regional affiliate and a minimum of three years at a Washington State airport.
- Airline should serve a minimum of three Washington State commercial airports.
- Ability to effectively educate the council members about relevant airline issues that relate to the overall goals and objectives of the council.
- Strong written and verbal communication skills, leadership qualities and experience in meeting deadlines for important work efforts.
- Aviation education or training/certification awards will elevate a potential candidate for consideration.
- Interface comfortably and show experience interacting with the public and key stakeholders as the council presents and finalizes its policy recommendations and decisions.